

READ/San Diego  
San Diego Public Library  
Adult Literacy Program  
PHONE: (619) 527-5475 or (800) 576-1176  
FAX: (619) 527-5485  
E-MAIL: readstaff@sandiego.gov

FOR OFFICE USE ONLY	
Site	_____
Date	_____
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## VOLUNTEER APPLICATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street

Apartment Number

City

State

Zip Code

HOME PHONE \_\_\_\_\_ HOURS \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOURS \_\_\_\_\_

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

Name and phone number of someone who will always know how to reach you:

Name \_\_\_\_\_ Phone \_\_\_\_\_

**HOW DID YOU HEAR ABOUT READ/SAN DIEGO?** (Check all that apply):

\_\_\_\_ Another READ/San Diego Volunteer (Name \_\_\_\_\_)

\_\_\_\_ Church or Community Organization (Which One? \_\_\_\_\_)

\_\_\_\_ Co-Worker or Employer (Name \_\_\_\_\_)

\_\_\_\_ Family Member or Friends (Name \_\_\_\_\_)

\_\_\_\_ Government or Social Service Agency (Which One? \_\_\_\_\_)

\_\_\_\_ Internet/San Diego Public Library's Home Page

\_\_\_\_ Library (Which One? \_\_\_\_\_)

\_\_\_\_ Newspaper/Magazine (Which One? \_\_\_\_\_)

\_\_\_\_ Other (Source \_\_\_\_\_)

\_\_\_\_ Radio/TV Ads (What Station? \_\_\_\_\_)

The following information will enable us to make more efficient matches of volunteer tutors and adult learners. Thank you for supplying this information; it will be kept confidential. Only your learner will know this information. You have the right not to provide this information; however, supplying this information makes the matching process easier and more effective.

**GENDER:** Male Female

**BIRTHDATE:** \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year or **AGE RANGE:**

**WOULD YOU BE WILLING TO TUTOR A LEARNER WHO SMOKES, REALIZING THAT SMOKING IS NOT ALLOWED IN ANY READ/SAN DIEGO FACILITY?** (Circle) Yes No

**WHICH ETHNIC/RACIAL GROUP DO YOU CONSIDER YOURSELF TO BE?**

\_\_\_\_ African American \_\_\_\_ Am. Indian/Alaska Native \_\_\_\_ Asian American \_\_\_\_ Caucasian  
\_\_\_\_ Hispanic/Latino \_\_\_\_ Pacific Islander \_\_\_\_ Other (Specify \_\_\_\_\_)

____ 16-19
____ 20-29
____ 30-39
____ 40-49
____ 50-59
____ 60-69
____ 70-79
____ 80+

**EDUCATIONAL BACKGROUND** (Circle highest level completed)

GED/H.S. Diploma    Voc./Tech. School    A.A.    B.A./B.S.    M.A./M.S.    Ph.D.  
M.D.    J.D.

From which school or university did you graduate? \_\_\_\_\_

Other special skills? \_\_\_\_\_

**EMPLOYMENT INFORMATION** (Please circle all that apply)

Full-Time    Part-Time    Self-Employed    Unemployed    Disability    Retired  
Public Assistance    Temporary Position

**OCCUPATION/JOB TITLE** \_\_\_\_\_

**CURRENT EMPLOYER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
Street/City \_\_\_\_\_ Zip Code \_\_\_\_\_

Please list businesses or community groups who would be interested in our services.

Name of Business or Organization	Contact Person

**LANGUAGES**

What is your native language? \_\_\_\_\_

Native ability (Please circle):    Read    Speak    Write    Fluent

Can you read, speak or write other languages?    Yes    No

Which language(s)? \_\_\_\_\_

Other language ability (Please circle):    Read    Speak    Write    Fluent

**BACKGROUND INFORMATION**

Are you a court referred community service volunteer?    Yes    No

If yes, please list the offense and number of hours required. \_\_\_\_\_

\_\_\_\_\_

**Please write one to two paragraphs on why you decided to volunteer for READ/San Diego.**

[illegible]

NAME: \_\_\_\_\_

**MATCHING INFORMATION**

Please attach additional sheets if you wish to elaborate on any of the following questions.

**Do you have any plans which will interfere with matching you with an adult learner within the first two months after training?** Yes No**If “yes,” when are you available to start?****Can you make a six-month to one year commitment?** (Mandatory minimum time for volunteer service is six months.) Yes No**If “no,” why not?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**WHEN ARE YOU AVAILABLE FOR TUTORING?**

Please fill in hours of availability in the following grid:

	MORNING	AFTERNOON	EVENING
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

**DUE TO THE LARGE NUMBER OF LEARNERS IN THE CENTRAL AREA, WOULD YOU BE WILLING TO TUTOR AT READ/SAN DIEGO?** (5148 Market Street, approximately 5 miles east of Downtown San Diego, just off the Martin Luther King, Jr. Freeway [Highway 94 East.])  
(Please Circle): Yes No**What are the four branch libraries and/or learning centers closest to your home or work site?** (See tutor training handbook..)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Are there any special circumstances that you would like us to consider when matching you with an adult learner?**


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NAME: \_\_\_\_\_

**FLEXIBILITY IS EXTREMELY IMPORTANT IN THE MATCHING PROCESS. WOULD YOU BE WILLING TO COMMUTE TO OTHER AREAS IN THE CITY OF SAN DIEGO?**

(Please circle):    Yes    No    If no, why not?

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**Mode of Transportation:**    Car    Public Transit    None
**I am open to tutoring (check all that apply):**

\_\_\_\_ 1:1 at a branch library

\_\_\_\_ 1:1 at a learning center. Which Ones? (Circle)

Read/San Diego [M-F]

Old Town [M &amp; W am / afternoon]

Clairemont [M &amp; Th pm]

Rancho Peñasquitos [T &amp; Th pm]

Hillcrest [M-F]

Santee [M &amp; W am]

St. Vincent De Paul Village [M-F]

\_\_\_\_ an institutionalized learner: recovery, work furlough, homeless shelters

\_\_\_\_ a special learner at a human service agency, i.e., teen pregnancy, women's center etc.

\_\_\_\_ exclusively mathematics (I have special skills and/or background in math.)

\_\_\_\_ a learner who is preparing for the GED high school equivalency diploma

\_\_\_\_ a learner who is developmentally disabled

\_\_\_\_ a learner, literacy or ESL, who is preparing to become a U.S. citizen

\_\_\_\_ any of the above (It doesn't matter...wherever I'm needed)

NAME: \_\_\_\_\_

**What are your hobbies and interests?**


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Have you tutored or taught adult learners before?      Yes      No

If "yes," please explain: \_\_\_\_\_

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What experiences have you had that might enhance tutoring? \_\_\_\_\_

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Are you a member of any community group or service club?      Yes      No

If "yes," which one(s)? \_\_\_\_\_

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**Please list previous or other current volunteer experiences:**

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**I am also interested in the following READ/San Diego volunteer opportunities (check all that apply):**

Training programs are available in all of the below areas (see job descriptions in handbook):

- ☐ Assessment Counselor
- ☐ Learning Center Manager
- ☐ Office Assistant
- ☐ Computer Lab Facilitator
- ☐ Program Assistant
- ☐ Data Entry Assistant
- ☐ Library Materials Processor
- ☐ Families for Literacy Program Assistant

\_\_\_\_\_ **Check here if you have decided not to tutor but prefer to assist READ/San Diego and the literacy effort in another way.**  
**I would like to serve as:** \_\_\_\_\_.

*Thank you. The Staff of READ/San Diego*